

UNCLASSIFIED

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 INTERNAL  
USE ONLY CONFIDENTIAL SECRET

## ROUTING AND RECORD SHEET

SUBJECT (Optional)

Personnel 16  
1968

FROM:				RECORDED	NO.	STAT
Howard J. Osborn Director of Security 4E-60 Hqs.						
TO: (Name designation, room number, and building)		DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment)	
		RECEIVED	FORWARDED			
1. ADD/S				/	FYI. The disabling injury frequency rate is the number of disabling injuries per one million man hours worked during the reporting period. This is in accordance with the U.S.A. Standard Method of Recording and Measuring Work Injury Experience. Our annual rate was 3.5 for calendar year 1967.	
2.						
3.						
4.						
5. D/Security 4E-60 Hqs.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						

Handwritten:

"1-5 Mr. Osborn -

To save time, paper, records, etc., I suggest future report letters come up under routing sheet only. No need for your separate memo.

/s/Coffey"